

**U.S. DEPARTMENT OF STATE**  
**U.S. EMBASSY BUDAPEST, PUBLIC DIPLOMACY SECTION**  
**Notice of Funding Opportunity**

**Funding Opportunity Title:** 2022 Alumni Engagement Innovation Fund (AEIF 2022)  
**Funding Opportunity Number:** PDS-BUD-FY22-NOFO-AEIF22  
**Deadline for Applications:** **April 1, 2022 (11:59 p.m. CET)**  
**Assistance Listing Number:** 19.022  
**Total Amount Available:** subject to funds availability, up to \$10,000 - \$25,000

**A. PROGRAM DESCRIPTION**

The U.S. Embassy Budapest, Public Diplomacy Section (PDS Budapest) of the U.S. Department of State announces an open competition for past participants (“alumni”) of U.S. government-funded and U.S. government-sponsored exchange programs to submit applications to the 2022 Alumni Engagement Innovation Fund (AEIF 2022). We seek proposals from teams of at least two alumni that meet all program eligibility requirements below. Exchange alumni interested in participating in AEIF 2022 should submit proposals to [BudapestGrants@state.gov](mailto:BudapestGrants@state.gov) email address by **11:59 p.m. (CET) on April 1, 2022**.

**Program Objectives:**

AEIF provides alumni of U.S. sponsored and facilitated exchange programs with funding to expand on skills gained during their exchange experience to design and implement innovative solutions to global challenges facing their community. Since its inception in 2011, AEIF has funded nearly 500 alumni-led projects around the world through a competitive global competition.

PDS Budapest will accept public service projects proposed and managed by teams of at least two (2) USG alumni that support themes such as but not limited to:

- Support Shared Security
- Strengthen Economic Prosperity, Promote Innovation, Foster Entrepreneurship, and Improve the Digital Economy
- Reinforce Democratic Values
- Foster Hungarian and U.S. Ties

Given the current global health situation, projects that can be easily adapted to virtual or hybrid virtual/in-person activities will be given priority.

**Priority Region:**

In the territory of Hungary

**Participants and Audiences:**

All applicants for awards must stipulate who their target audience is (age/gender/geographic breakdown) and estimate the expected audience reach through direct contact and, if possible, through indirect contact (via social media or traditional media).

## B. FEDERAL AWARD INFORMATION

**Announcement posted:** January 13, 2022  
**Closing date for applications:** **April 1, 2022 11:59 p.m. (CET)**  
**Number of awards anticipated:** up to two (2) awards  
**Expected size of individual awards:** award amount may range between \$10,000 to \$25,000  
**Type of Funding:** FY2022, ECA  
**Anticipated program start date:** expectedly in July 2022, but no later than September 30, 2022

**This notice is subject to availability of funding.**

**Funding Instrument Type:** Grant, fixed amount award, or cooperative agreement. Cooperative agreements are different from grants in that bureau/embassy staff are more actively involved in the grant implementation.

The type of funding instrument, exact amount of funding, the scope of work, and the terms and conditions of a successful award will be determined in pre-award negotiations between the applicant and PDS Budapest representatives after the application has been selected for funding.

The funding instrument will be either a grant or a cooperative agreement. Cooperative agreements will be used only for awards to organizations in case the proposed project involves substantial involvement of PDS Budapest. “Substantial involvement” means that, after the award is approved for funding, PDS Budapest staff will assist, guide, coordinate, or participate in project activities in a partnership role. PDS Budapest will not assume direction, primary responsibility, or a dominant role in project activities. These reside with the recipient for the project as a whole.

**Program Performance Period:** Proposed programs should be completed in 12 months or less.

## C. ELIGIBILITY INFORMATION

### 1. Eligible Applicants

The following individuals are eligible to apply:

- Applicants must be alumni of a U.S. government-funded exchange program (<https://alumni.state.gov/list-exchange-programs>) or a U.S. government-sponsored exchange program (<https://j1visa.state.gov/>).
- Projects teams must include teams of at least two (2) USG alumni.
- Alumni who are U.S. citizens may not submit proposals, but U.S. citizen alumni may participate as team members in a project; however, the team must have at least two non-U.S. citizen exchange program alumni.
- Alumni teams may be comprised of alumni from different exchange programs and different countries.

- Applications must be submitted by exchange alumni. Not-for-profit, non-governmental organizations, think tanks, and academic institutions are not eligible to apply in the name of the organization but can serve as partners for implementing project activities.

## **2. Cost Sharing or Matching**

Inclusion of cost share is not a requirement of this opportunity.

## **3. Grant Program Area:**

Proposals must address the themes described in A. Program Description. Proposals that do not address the theme as outlined in the program objectives will be deemed ineligible. All project activities must take place outside of the United States and its territories.

## **4. Other Eligibility Requirements**

**If the grant will be processed with an individual, that individual is not required to have a DUNS number or be registered in SAM.gov.**

**However, should the grant be processed with an organization that is a partner in the project, that organization must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on [www.SAM.gov](http://www.SAM.gov).** Organizations must have a commitment to equal opportunity employment practices and to non-discrimination practices with regard to beneficiaries, without regard to race, religion, ethnicity, gender, sexual orientation, or political affiliation.

Applicants are only allowed to submit **one** proposal.

## **D. APPLICATION AND SUBMISSION INFORMATION**

### **1. Address to Request Application Package**

Application and budget templates are available at U.S. Embassy Budapest website.

### **Content and Form of Application Submission**

**Applications and budgets must be submitted using the official AEIF 2022 proposal and budget forms.**

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

**Applicants must submit all application materials directly to the following email:**  
**[BudapestGrants@state.gov](mailto:BudapestGrants@state.gov)**

**Applicants must include the Funding Opportunity Number and applicants' names (PDS-BUD-FY22-NOFO-AEIF22; .....applicants' names.....) in the subject of their email.**

**After submission applicants will receive an email, confirming their application has been received.**

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity;
- The proposal addresses all questions in the official AEIF 2022 proposal form;
- All documents are in English;
- The budget is in U.S. dollars and is submitted using the designated AEIF budget form;
- All pages are numbered.

The following documents and information are required:

**a. Summary page in PDF format. If applicable and available, the partner organization DUNS number and expiry date of their registration in SAM.gov has to be clearly indicated here.**

**b. Completed Proposal in PDF format**

**c. Budget in EXCEL format (sample form can be found on grants.gov as a supporting document to the present NOFO or at U.S. Embassy Budapest website).**

**Sample proposal and budget forms are available on grants.gov as a supporting document to the present NOFO or at U.S. Embassy Budapest website.**

**1. Proposal:** The proposal should contain enough information that anyone not familiar with it would understand exactly what the alumni team wants to do. Proposals include the following.

**Project Team Information:** At least two exchange alumni team members are required for a project to be considered for funding. Applications need to provide the name and contact information, describe the role each team member will have in the project, and their experience, qualifications, and ability to carry out that role. Applicants need to indicate what proportion of the team member's time will be used in support of the project.

**Proposal Summary:** Short narrative that outlines the proposed project, including project objectives and anticipated impact.

**Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed project is needed.

**Project Goals and Objectives:** The goal/s of the proposed project need to describe what the project is intended to achieve and include the objectives which support the goal/s. (How will the project impact the community and what changes (in people, institutions, attitudes, or practices) will you see?) Objectives should be specific, measurable, and realistically achievable in a set time frame. (The objectives refer to the immediate accomplishments on the way to the goals.)

**Project Methods, Design, and Timeline:** A description of how the project is expected to work to solve the stated problem and achieve the goal/s. This should include a description of the project's direct and indirect beneficiaries as well as a plan on how to continue the program beyond the grant period, or the availability of other resources, if applicable. The proposed timeline for the project activities should include the dates, times, and locations of planned activities and events. Applicants may also submit proposed workshop or training agendas and materials.

**Local Project Partners:** List partners who will support your project. Please note if you have an existing relationship with your partner organization(s) or individual(s) and describe their role in the project. If you do not have an existing relationship, explain how you anticipate establishing a partnership with the organization(s).

**Communication Plan:** The communication plan should include a communication and outreach strategy for promoting the proposed project. It may include social media, websites, print news, or other forms of media intended to use to share information about the project to beneficiaries and the public. Communications should include AEIF 2022, Exchange Alumni, and U.S. Embassy branding.

**Project Monitoring and Evaluation Plan:** The Monitoring and Evaluation component of the proposal should outline in detail how the proposal's activities will advance the program's goals and objectives. This should include any outcomes showing a change in knowledge, awareness, and attitudes; improved quality of services; increased capacity at a school, group; etc. Proposals should also include how the grantee will measure the impact of planned activities.

A strong proposal will include:

- Any outcomes the grantee expects to occur because of their program. Outcomes could include: change in knowledge, awareness, and attitudes; improved quality of services; increased capacity at a school, group; etc. Proposals should also include how the grantee will know those outcomes are occurring (surveys, interviews, observations, etc.)
- For example: If the program expects that a teacher-training program will improve the skills of a teacher, a proposal may explain the skills the teacher would gain and plan to perform a survey before the program and a survey following the program that would show a change in understanding due to the program.
- A plan to include the grantee's reflection of how their program contributed to the program's goals. As applicable, a strong final report would include success stories, behaviors changed, lessons learned, and results obtained.

**Sustainability:** Explain how you plan to continue the program beyond the grant period, or the availability of other resources, if applicable.

**Budget Justification Narrative:** Applicants must submit a detailed budget and budget narrative justification utilizing the template provided. Line item expenditures should be listed in the greatest possible detail. Budgets shall be submitted in U.S. dollars and final grant agreements will be conducted in U.S. dollars.

**Budget Restrictions:** AEIF 2022 does not support the following activities or costs, and the selection committee will deem applications involving any of these activities or costs ineligible:

- Any airfare to/from the United States and its territories
- Activities that take place in the United States and its territories
- Staff salaries, office space, and overhead/operational expenses
- Large items of durable equipment or construction programs
- Alcohol, excessive meals, refreshments, or entertainment
- Academic or scientific research
- Charitable or development activities
- Provision of direct social services to a population
- Individual scholarships
- Social travel/visits
- Gifts or prizes
- Duplication of existing programs
- Institutional development of an organization
- Venture capital, for-profit endeavors, or charging a fee for participation in project
- Support for specific religious activities
- Fund-raising campaigns
- Support or opposition of partisan political activity or lobbying for specific legislation

**After the review and selection process, only the selected Applicants will be asked for the following mandatory application forms:**

## **2. Mandatory application forms**

### **Application forms for individuals:**

- **SF-424-I** (Application for Federal Assistance – individuals)
- **SF-424A** (Budget Information for No-Construction programs)
- **SF-424B** (Assurances for Non-Construction Programs – individuals)

### **Application forms for organizations:**

- **SF-424** (Application for Federal Assistance – organizations)
- **SF-424A** (Budget Information for No-Construction programs)

These forms can also be found at <https://www.grants.gov/web/grants/forms.html>  
You may also request an application package by emailing [BudapestGrants@state.gov](mailto:BudapestGrants@state.gov)

### 3. Unique Entity Identifier and System for Award Management (SAM.gov)

#### **ONLY FOR ORGANIZATIONS WHICH MAY BE A PARTNER IN A SELECTED PROJECT:**

##### **Required Registrations:**

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(SAM\)](#) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- [www.SAM.gov](http://www.SAM.gov) registration

**Please note that the full registration process may take from several days up to several weeks, so applicants are advised to start the registration process early.**

Please also note that your information in DUNS and NCAGE registrations must match exactly or else you will encounter errors registering in [www.sam.gov](http://www.sam.gov).

If your organization has a DUNS and/or NCAGE number and/or is registered in [www.sam.gov](http://www.sam.gov), please check that the registrations are valid and the data is correct.

##### **Step 1: Apply for a DUNS number**

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

##### **Step 2: Apply for an NCAGE code (CAGE for domestic, NCAGE for overseas organizations)**

NCAGE application page:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

### **Step 3: Register in [www.sam.gov](https://www.sam.gov)**

After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto:  
<https://www.sam.gov>.

**Please note that SAM registration must be renewed annually.**

A list of FAQs and Quick Start Guides on the process of registering a new entity in System for Award Management is available [here](#).

To finalize your registration or if you need further assistance in connection with registration in [www.sam.gov](https://www.sam.gov), you may contact the Federal Service Desk at <https://www.fsd.gov/fsd-gov/home.do>

### **4. Submission Dates and Times**

Applications are due no later than **April 1, 2022, 11:59 p.m. (CET)**

### **5. Funding Restrictions**

Please see detailed restrictions above in Budget Restrictions section.

### **6. Other Submission Requirements**

All application materials must be submitted by email to [BudapestGrants@state.gov](mailto:BudapestGrants@state.gov)

## **E. APPLICATION REVIEW INFORMATION**

### **1. Evaluation Criteria:**

PDS Budapest will use the criteria outlined below to evaluate all applications. After this initial review, PDS Budapest will submit the top proposal from the country to the global AEIF 2022 competition.

The proposals will be reviewed by a Selection Committee made up of regional and exchange program experts located at the Department of State in Washington, DC. Panelists will use the criteria below to review and evaluate applications. The Selection Committee may or may not select Hungary's proposal.

#### **Relevance to Application Theme**

The proposal provides sufficient information on how the activities will support the theme(s) of the competition. The narrative explains any relevant local context the D.C. Selection Committee may not be aware of in relation to this project. Proposed project ideas must be public diplomacy in nature (i.e. not development or military).



**Purpose and Summary, Description, and Implementation Plan**

When developing the purpose, summary, description, and implementation plan, applicants should aim to make all descriptions clear, concise, and compelling. Reviewers will judge the proposals based on the likelihood for the project to exert a sustained, powerful influence on the community where it is undertaken. Does the project address an important gap of understanding or need? If the aim of the project is achieved, how will existing knowledge or practice be improved? What audience do the applicants hope to reach with this project? How many will participate? How will they be selected?

**Degree of Alumni Involvement**

Projects must include the involvement of at least two (2) exchange alumni. They may be the project team leaders or collaborate directly with PDS in formulating the project. More than two alumni may comprise the team, however, the minimum is two. As the team leaders, the alumni must be closely involved in project planning, implementation, etc. Applicants should ensure that the proposal includes the following information for each alumni team member: first name, last name, e-mail address, exchange program, country of citizenship, and roles and responsibilities.

**Participation and Support from Local Partners**

The proposal demonstrates buy-in and support from the community where the project will take place. Local partner involvement is a strong sign that there is community support and that the project will engage a broad array of experts, such as subject matter experts, community centers, academic institutions, businesses, local/national government, non-governmental organizations, American Spaces, etc.

**Evaluation and Impact of the Project**

A monitoring & evaluation (M&E) plan is pivotal to project implementation and important tracking progress towards the project's objectives and goals. An M&E plan should consider the data needed to effectively monitor progress toward specific outputs and outcomes as well as how that data collection will be accomplished. Well-crafted indicators should be used to understand a program's progress toward the desired results. An M&E plan should be reviewed for the following:

- Completion
- Applicability and logic of objectives and indicators
- Clear approach to monitoring
- Adherence to SMART criteria
- Feasibility of baselines and targets
- Data quality plan
- Capacity to implement plan

**Sustainability**

Have the applicants considered how the project will continue to have positive impact after the end of the project.

**Communication, Media, and Outreach Plan**

The project should include a clear plan and timeline for how and when the team will share information about the project. It is important to ensure that the U.S. Embassy gets recognition throughout the process, if circumstances permit.

**Budget and Budget Narrative**

The budget and narrative justification are sufficiently detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities. The results and proposed outcomes justify the total cost of the project. Budget items are reasonable, allowable, and allocable.

**Disclaimer:** This notice is subject to availability of funding. U.S. Embassy Budapest does not guarantee availability of funding by receiving applications under this announcement. Only successful applicants will be contacted.

**2. Federal Awardee Performance & Integrity Information System (FAPIS)**

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.206 Federal awarding agency review of risk posed by applicants.

**F. FEDERAL AWARD ADMINISTRATION INFORMATION****1. Federal Award Notices**

The grant award will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

**Payment Method:** Payments will be made in at least two installments, as needed to carry out the program activities. Payment schedules will be determined by the Grants Officer and specified in the award document, according to program's milestones and as needed to carry out the project activities.

**Reporting Requirements:** Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

## **2. Administrative and National Policy Requirements**

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, **as applicable to specific programs**, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- President's September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:

- Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
- Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
- Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
- Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
- Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

## **G. FEDERAL AWARDING AGENCY CONTACTS**

Questions about the grant application process should be directed to: [BudapestGrants@state.gov](mailto:BudapestGrants@state.gov)

**Interested applicants before submitting the application can join an online Q&A, provided by PDS Budapest.**

**Expected date and time of the online Q&A: February 3, 2022, 13:00-14:00 (CET)**

**Please send an email to [exchangealumni@usembassy.hu](mailto:exchangealumni@usembassy.hu) to register in advance to this meeting. The meeting will be held online, event link will be provided upon registration.**

## **H. OTHER INFORMATION**

### **Guidelines for Budget Justification**

**Personnel and Fringe Benefits:** Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

**Travel:** Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

**Equipment:** Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

**Supplies:** List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

**Contractual:** Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

**Other Direct Costs:** Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

**Indirect Costs:** These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

**“Cost Sharing”** refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

**Alcoholic Beverages:** Please note that award funds cannot be used for alcoholic beverages.